

Contact Information

Today's Date	
Withdrawal effective as of (month/year)	
Return to CNG is planned to occur on (month/year)	
Last Name	
Family Code	

Student Information **For Students Applying for the Temporary Withdrawal**

Student Name		Current CNG Grade:
Name of School(s) applying/accepted to		
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Reason For Temporary Withdrawal

I wish to temporarily withdraw my child/children from CNG for the following Reason(s):

Temporary Withdrawal Policy

Parents of CNG students may apply for a temporary leave of absence from school for reasons such as, but not limited to: transfer of parents, going on an exchange program, illness, personal well-being, etc.

For students who will withdraw from 7th and 8th grades: In order to assure a seamless return to CNG, applications for temporary withdrawals must first involve a meeting with the Middle School Principal or

Designee and the Registrar. During this meeting, this **completed** form should be taken, so that any particular notes regarding the case can be attached.

For students who will withdraw for grades 9-11: In order to assure a seamless return to CNG, applications for temporary withdrawal must first involve a meeting with the Associate Principal and Counselor. Please note that for students in grades 9-12, credit is only granted at the end of each semester at CNG and credits are necessary for graduation. If a temporary withdrawal will impact the completion of the semester, this must be discussed at the meeting with the principal. During this meeting, this **completed** form should be taken, so that any particular notes regarding the case can be attached.

The completed form will be received and processed by the Director of Admission. All temporary withdrawals are taken to the Director of the school, who will in turn make a recommendation to the Financial Committee for final approval. Parents will be notified in writing of the decision and this communication will be part of the student's permanent file. *Please plan for at least 30 days between the submission of the form and a final response.*

By applying for a temporary leave of absence, a space in the school will be reserved for 12 months for the student's eventual return. Students who withdraw from CNG without requesting a temporary leave of absence will not be guaranteed a future space in the school. Re-entry to CNG in either case is subject to the school's admissions criteria.

Upon return, students must provide a complete application including: an application form, **official transcripts** (*apostilled* where applicable) during the time they were not at CNG, and recommendations from their Math and English teachers as well as the Principal/Counselor, while abroad. All passing classes, and a minimum GPA of 2.5 over 4.0 on official transcript (report cards are not accepted) is expected. In addition, attendance and behavior from the transfer school will be reviewed. The school will also apply the admissions exams and students will be interviewed by a counselor and by another member of the administration (Principals, Director, Learning Center Director, or Admissions Director, among others). Students who are not readmitted, cannot apply for an Extension of Temporary Withdrawal.

The following policies for temporary withdrawal apply:

1. The student must be enrolled at an accredited educational institution.
2. Spaces will only be held for the grade level from which the student originally withdrew.
3. The family must be in good financial standing at CNG at the time of withdrawal.
4. Parents may request an annual Extension of the Temporary Withdrawal, if needed. The request will follow the same approval process and will be attached to this form and the student's permanent file. The cost for Extensions is the same as the cost for Temporary Withdrawal.
5. For students in grades 7 – 12, there are additional requirements due to the High School and Colombian *Bachillerato* diploma programs. These include:
 - a. For *Bachillerato* diploma students who will withdraw for grade 7th and 8th, a meeting with the Academic Registrar and Middle School Principal or Designee is needed to discuss requirements.
 - b. The student must be enrolled and **receive credit** for all courses taken (grades 9-12). Parents should seek information from the transfer school about whether partial credit is granted if the stay is for less than a complete year.
 - c. The student and his/her parents must consult the academic credit implications of a semester or year away from CNG with the HS Associate Principal at the meeting. CNG will provide the opportunity for validation in Spanish and Colombian *sociales*, when needed, but it is the responsibility of the returning student and his/her parents to see they are completed in a timely manner. At the meeting with the Associate Principal, students in grades 9-12 and parents will need to ensure they are clear with the expected program of study both abroad and upon return.

- d. If the student fails a course during a Temporary Withdrawal and is still accepted back, he/she is responsible for remediating the credit and, potentially, the course that was failed.

Cost for Temporary Withdrawals: The cost for reserving a guaranteed space for a semester or year at CNG is 25% of the annual *matricula* and pension fees. This fee should be paid by the due date for the Temporary Withdrawal to be effective. The Temporary Withdrawal fee is a non-refundable fee.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. We have read, understand, and agree to all terms and conditions stated in the above Temporary Withdrawal Policy.

Name of Parent/Legal Guardian:	
Signature:	
Email:	
Name of Parent/ Legal Guardian:	
Signature:	
Email:	

Grade 7-8: A meeting was held on _____ with the Academic Registrar and Middle School Principal or Designee.

Signature of Middle School Principal/ Designee _____

Signature of Academic Registrar _____

Grade 9-11: A meeting was held on _____ with the High School Associate Principal and the Counselor.

Signature of Associate Principal _____

Signature of Counselor _____

Attachments are included which indicate agreements made among parents, student, Associate Principal, Academic Registrar, and/or Designee.

Final Review and Decision

Application Approved Application Denied

Director's Signature:	
Date:	